

# SPEAKERS REQUEST WORKSHEET

## INITIAL REQUEST

Date of request \_\_\_\_\_ Requesting Agency \_\_\_\_\_

### **Agency point of contact information**

Name \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Mailing address \_\_\_\_\_

Date of event \_\_\_\_\_ Location of event \_\_\_\_\_

Directions to location \_\_\_\_\_

Time \_\_\_\_\_ Suggested length of speech (time) \_\_\_\_\_

Suggested topic \_\_\_\_\_ Number expected to attend \_\_\_\_\_

Age range of audience \_\_\_\_\_ Can AV equipment be supplied? Yes No

### **Speaker information**

Rank/name \_\_\_\_\_ Unit \_\_\_\_\_

Duty phone \_\_\_\_\_ Home phone \_\_\_\_\_

### **Points to remember**

Transportation POV/GOV

Uniform

Media Involvement expected Yes No

Critique form to agency

Letter of appreciation

Biography/photo of speaker

### **Remarks**

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